

# MISSION NOTICE

## USAID Nairobi Complex

**NOTICE NO:** 09 – 26

**DATE:** September 10, 2009

**SUBJECT:** **EMPLOYMENT OPPORTUNITY – VACANCY FOR PROGRAM DEVELOPMENT ASSISTANT, LIMITED PRESENCE COUNTRIES (LPC) OFFICE, USAID/EAST AFRICA – *(This position will be available for one year with an option to extend subject to availability of funds)***

**OPENING DATE:** Immediately

**CLOSING DATE:** September 30, 2009

**Office:** Limited Presence Countries, USAID/EA

**Title:** Program Development Assistant

**Grade:** FSN - (PSC) - 4005-09

**Who May Apply:** All Eligible Kenya Nationals

**Employees currently on probation are ineligible to apply.**

**BACKGROUND:**

USAID/East Africa (USAID/EA), co-located with USAID/Kenya, is one of the largest USAID field operations in sub-Saharan Africa. USAID/EA has three major mandates:

- Management of regional programs
- Service provision to missions in the region
- Management of programs in limited presence countries (including Somalia, Burundi, Djibouti and the Central African Republic, subject to change)

The Office of Limited Presence Countries (LPC) manages development assistance programs in Somalia, Burundi, Djibouti, and the Central African Republic, as well as emerging countries that may also receive LPC support. In PY08, the LPC Office managed approximately \$50 million in USG assistance resources across the portfolio, excluding significant humanitarian inputs that represented approximately \$200 million in PY08.

The Limited Presence Countries (LPC), Nairobi Office comprises a combination of managerial, technical and administrative officers that work as an inter-dependent team. Additionally, the extended LPC operation in Burundi and Djibouti comprise additional managerial, technical and administrative staff that work very closely with the LPC/Nairobi-based team.

The Limited Presence Countries (LPC) Office in Nairobi is responsible for management of a particularly unique, complex portfolio comprising a multi-country, multi-sector focus, accounting for bilateral programming and associated regional considerations. The particularly diverse, fluid and fragile characteristics of the LPC countries require astute analysis, programming, and management that accounts for a range of development, diplomacy and defense considerations in the inter-agency context.

**BASIC FUNCTION:**

Incumbent is located in the Office of Limited Presence Countries (LPC), USAID/East Africa Nairobi, Kenya.

The LPC Program Development Assistant has responsibilities involving all aspects of activity development, program management, and results reporting across the LPC portfolio as assigned by Office Director or his/her designee. S/he is required to perform both technical and administrative duties such as participating in strategic planning; preparation of a performance management plan (PMP); and overseeing compliance with internal budget guidelines. Primary responsibilities will include assisting with the management of current and proposed future activities.

S/he contributes to the coordination of effort with other USAID/East Africa offices involved with LPC programs, as well as USAID's OFDA/ARO office and U.S. Embassy officials. The incumbent will serve as a USAID contact person for partners, beneficiaries, and the public for all aspects of the programs.

The incumbent is supervised by the LPC Office Director and/or his or her designate and will work with and coordinate efforts with other members of the LPC team.

**MAJOR DUTIES AND RESPONSIBILITY:**

The LPC Program Development Assistant carries out the following duties and responsibilities vis-à-vis technical areas (including but not limited to democracy and governance/conflict, health and HIV/AIDS; food security; education and water and sanitation) across LPC countries, as assigned.

**(a) LPC Project/Activity Budgets and Implementation - 60% of Time**

1. Participates in preparing country program budgets
2. Prepares and manages the country program procurement plan based on current/out-year fiscal budget allocations for review concerned operating units)
3. Prepares and generates acquisition and assistance actions as assigned and delegated in accordance with USAID systems, and ensures that details such as budget elements, contract numbers, etc. are correct according to the applicable regulations
4. Performs country program financial analysis, tracking of financial data and activity documentation and maintains duplicate set of obligations, contracts, modifications and Implementation Letters (ILs), to ensure that each is correct.
5. Gathers information for established, scheduled internal financial reports including obligations, disbursements, expenditures, pipelines and mortgages, and works with concerned operating units on accruals, element numbers and names.

6. Verifies and processes activity vouchers submitted for payment to confirm their accuracy according to the agreement document's requirements and advises concerned colleagues/operating units to facilitate approval for payment.

7. Liaises with RFMC on a regular basis to ensure vouchers are processed and payments are made on a timely basis and advises the respective Program Manager on any disallowed/rejected vouchers for follow-up with the implementing partners.

8. Maintains an up-to-date financial tracking system in Excel spreadsheet format for all country program activities and staff based on periodic financial review, reconciliation and assessments.

**(b) Monitoring & Evaluation - 20% of Time**

1. Works with partner organizations to develop a results monitoring system that responds to USAID reporting requirements as well as on the implementation of the relevant performance monitoring plan (PMP). Gathers PMP related information and reviews for clarity of information received. This includes liaising with partners in order to manage the process of baseline as well as other periodic data collection for use in activity management and annual reporting.

2. Participates in daily collaboration with partners in monitoring identified constraints and proposed modifications to the activities.

3. Keeps track of all country program documentation from inception to from approval. Tracks data for each activity. Assists the program managers to ensure that quarterly activity reports are reflected in the program implementation plan.

4. Follows up with partners on delinquent activity reports (e.g., Annual Work plans, Quarterly/Semi-Annual/Annual Progress and Financial reports), to ensure that all reports are submitted on a timely basis as stated in the relevant agreement.

5. Manages the data collection and entry for the annual report and portfolio reviews.

**(c) Program Management and Implementation - 15% of Time**

1. Assists in the development and review of annual work plans by implementing partners.

2. Participates in the planning and tracking of obligations and expenditures in the program to ensure that the flow of program funds is not disrupted.

3. Manages the preparation of briefing material, background documentation and power point presentations for visitors.

4. Serves as cognizant technical officer for USAID-funded development activities as assigned.

5. Coordinates the activities of short-term consultants and visitors in LPC programs.

6. Travels to partner organizations to conduct routine financial reconciliations, reviews and assessments to confirm compliance with USAID rules and regulations and to determine expenditure rates, accruals and to prepare periodic pipeline reports.

7. The Program Development Assistant will be required to travel from time to time to LPC countries.

8. Manage program close-out actions as assigned.

(d) **General Duties - 5% of Time**

1. Accompany and, from time to time, represent the LPC program managers at meetings with partners, other donors, Governments or other meetings/events of interest for USAID and report on meetings to LPC office as necessary. S/he will be expected to provide appropriate guidance to NGOs inquiring about funding possibilities.

2. Serve as a contact person for the partners, other donors, UN, USAID/EA, LPC Country Representatives and Government officials at the sub-ministerial level. S/he will be expected to independently respond to their inquiries as appropriate or refer them to the appropriate individual. S/he will also respond independently in a timely fashion to inquiries from other USAID/EA offices and Embassy officials.

**REQUIRED QUALIFICATIONS:**

*Any application that does not meet the minimum requirements stated below will not be evaluated. Only short listed applicants will be contacted. If you have not been contacted within one month from the closing date of this advertisement, please consider your application unsuccessful.*

**Education:** Possession of 2 year college diploma in an applicable discipline (i.e. accounting, finance, business) is required. A 4 year university in an applicable discipline such as those referenced, though not required, would be an added advantage.

**Prior Work Experience:** Three to four years experience in program work and planning required. Prior work experience with USG or other donors in areas of project work and planning is highly desirable. **40%**

**Language Proficiency:** Fluent (Level IV) English and Kiswahili language proficiency, speaking and writing, is required.

**Knowledge:** Must have a general understanding of the nature of the goals of development programs. Must have comprehensive knowledge of donor programming policies and donor regulations, procedures and practices. Knowledge of political and economic development issues is highly desirable. **30%**

**Abilities and Skills:** Must be able to obtain, organize, and analyze data to prepare precise and accurate reports and budgets. Must be able to demonstrate inter-personal skills and experience working effectively as a member of a team. Ability to handle inquiries from USAID management and technical staff, partners and beneficiaries with tact and persuasion required. Must demonstrate and maintain a very strong attention to detail. **30%**

## **POSITION ELEMENTS:**

- a. **Supervision Received:**  
Reports directly to the LPC Office Director and/or his or her designate and works with and coordinates effort with the LPC team.
- b. **Available Guidelines:**
  - The USAID Automated Directives System (ADS)
  - The Federal Acquisitions Regulations Handbook
  - Mission Orders
  - Host government policies
  - Established Agency administrative procedures and regulations
  - Operational Plans
  - Foreign Assistance Framework and associated guidance (definitions, indicators)
  - Country Assistance Strategies
  - Contracts and Grants
- c. **Exercise of Judgment:**  
The incumbent will have input into official U. S. government documents such as Annual Reports, Budget tables, PMP and Procurement plans, and must exercise good judgment in ensuring that the input is consistent with the goals of the LPC program, and reflects strategic thinking. The incumbent will at times be the point of contact for the program, and will reply judiciously to requests for information and assistance and refer them to the appropriate USAID/EA office, and receive and orient technical consultants. Good judgment will be required in organizing and maintaining complete program documentation which allows easy retrieval of information. The incumbent will require good judgment to work closely with the LPC Director, LPC Country Representatives where applicable, the Program Managers and other USAID/EA offices, and to be effective and maintain harmonious relations.
- d. **Authority to Make Commitments:**  
The position is procured through a personal service contract. The incumbent cannot make financial commitments on behalf of the US Government.
- e. **Nature, Level and Purpose of Contacts:**  
The incumbent's normal level of contacts will include USAID offices and staff to the level of office director; U.S. Embassy staff to the level of section chief; NGO partner country team personnel to the level of country directors.
- f. **Supervision Exercised:**  
This is a non-supervisory position.
- g. **Time Required to Perform Full Range of Duties after Entry into the Position:**  
Six months.

**NOTE:**

**Current USG employees must meet the "time-in-grade" requirement of 52 weeks in the previous lower grade to qualify for the position at the level in this vacancy announcement or be at the same grade for which the position is being recruited. Applicants who meet the job qualification requirements but not the "time-in-grade" requirement may be considered for the position but will have to abide by the in-grade requirement prior to being considered for the next higher grade. In addition the employee must have received a Personnel Evaluation Report (PER) during the most recent rating period which clearly indicated the employee is ready and capable of assuming a more responsible position.**

**HOW TO APPLY**

Current USAID employees should submit a memo, most recent PER and an updated resume to the Human Resources Office stating their interest.

Other USG employees (not with USAID) must submit an application letter, a resume summarizing relevant work experience and copy of most recent PER to the USAID Human Resources Office.

Outside applicants must submit a resume (CV), a cover letter explaining their qualifications against our requirements, updated resume/curriculum vitae, and copies of the relevant academic certificates to the Human Resources Office. Please note that this position has not been advertised in the newspapers.

All applications must reach the USAID Human Resources Office, Ground Floor, by COB September 30, 2009.

USAID Human Resources Office  
Ground Floor, P. O. Box 629, Village Market 00621, Nairobi  
Re: Program Development Assistant, LPC/USAID/EA